



THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title:	Sport Participation Activator
Department / School:	Edinburgh University Sports Union (EUSU)
Reports To:	People and Participation Manager
Grade:	UE04 (£24,533-£27,181)
Info:	Full Time Role Fixed Term to 30th June 2025 Based at EUSU, 48 Pleasance, EH8 9TJ

Job Purpose

To contribute to the organisation of the Edinburgh University Sports Union (EUSU) by supporting the growth of recreational sport through event delivery and administration support. The role will support a number of areas within the sports programme, including Intramural, Recreational Sport, School and Hall Sport and event delivery.

Main responsibilities

1. <u>Main Responsibilities – Sports Administration Assistant</u>	Approx % of time
A. Sport Activation a. Provide support to volunteers to enable the delivery of recreational sport to the wider community, including underrepresented groups, and promote member retention. b. Encourage the student body to engage in sport and provide information on the opportunities provided by the Sports Union. c. Provide support to schools and other departments within the university by offering activities specific to their students alongside the People & Participation Manager.	40%

<ul style="list-style-type: none"> d. Support the People & Participation Manager in developing professional development for students through sport. e. Support the Sports Coordinator: Competitions to grow and develop the Intramural Sport Programme. f. Communicate and liaise with Sport and Exercise to ensure that we have a cohesive recreational sport offering. 	
<p>B. Administration</p> <ul style="list-style-type: none"> a. Prepare and organise straightforward information to assist in the effective organisation of internal and external activities. b. Support the Sports Coordinators with the day to day administration relating to their remits, such as creating signups and booking locations, to enable the Sports Union to function effectively. c. Support with risk assessments, safeguarding and risk assessment checks for EUSU associated activities. d. Plan and prioritise own work activities on a day-to-day basis, responding to team requirements, in addition to own responsibilities, to ensure operation efficiency. e. Support with the maintenance of the EUSU website and deal with incoming communication on a daily basis. 	<p>40%</p>
<p>C. Support events</p> <ul style="list-style-type: none"> a. Support the Events & Communications Coordinator by providing administrative support in the lead up to events as well as support on the day. b. Support with the organisation and delivery of EUSU events such as booking facilities and helping with the setup and pack down of equipment. c. Support in creating and sending out communications regarding events and activities in order to reach the wider university community. 	<p>20%</p>

Planning & Organising

- Support Sports Coordinators in the planning and delivery of Sports Union events and activities.
- Support EUSU clubs with the planning and delivery of recreational sport opportunities.
- Support the development of personal and professional development offerings for students
- Support in creating a recreational sport offering that offers diverse opportunities to the wider university community.
- Organise information for students and schools to encourage engagement with sport.

Problem Solving

- Work collaboratively with the Sports Coordinators to maintain student satisfaction levels and increase engagement in sport across the University.
- Support EUSU clubs in identifying ways to maximise capacity and opportunities in sport, with a particular focus on their recreational programmes.
- Work with clubs to ensure events are delivered in a welcoming and inclusive manner.

Decision Making

- Prioritise own work on a day-to-day basis to best achieve desired outcomes.
- Use judgement to determine the level of support to provide to clubs running sessions, balancing the quality of support with time constraints and the individual needs of clubs.

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none">• SQA National 5 or equivalent in English and Maths	<ul style="list-style-type: none">• Level 1 coaching or umpiring qualification.• Understanding of university sporting structures.
Knowledge & Experience	<ul style="list-style-type: none">• Two years' work experience (paid or voluntary) within sport.• Experience working (paid or voluntary)	<ul style="list-style-type: none">• Experience of planning and delivering sporting activities.• Working knowledge of Microsoft Office including Word, Excel, and Outlook.

	within a student sporting environment. <ul style="list-style-type: none"> • Awareness of the student sport environment. • Competent written and oral communication skills. 	<ul style="list-style-type: none"> • Knowledge of using Canva or other design software • Experience in managing organisational social media platforms
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Dimensions

This is a new and exciting post within the Edinburgh University Sports Union to support the delivery of recreational sport for students and assist our staff team with general administrative tasks. You will report to the People & Participation Manager and work as part of the SU team. This is an entry level position offering valuable work experience in sport. Flexible and collaborative working are key aspects of this role.

Additional Information

The University currently has more than 40,000 students on courses of study in over 100 academic disciplines and who come from over 150 countries across the world. For more than four centuries, our people and their achievements have rewritten history time and again. They've explored space, revolutionised surgery, published era-defining books, paved the way for life-saving medical breakthroughs and introduced to the world many inventions, discoveries and ideas from penicillin to Dolly the sheep. We have believed that anything is possible.

As a member of staff you will be part of one of the world's leading universities, with 22 Schools spread over 3 Colleges that offer more than 500 undergraduate and 160 postgraduate courses to over 40,000 students each year. Professional services are critical to this success as well as our world-class teaching, research and student facilities. In fact, we are one of the top employers in Edinburgh, with over 12,500 people spread across a wide range of academic and supporting roles.

As a world-changing, world-leading university we are an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate academic, professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation. <http://www.ed.ac.uk/home>

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

Sport and Physical Activity at The University of Edinburgh

University Sport and Exercise was voted as the 'UK's best educational sports facility of the year' in the 2019/20 National Fitness Awards, and enjoys a nation-wide reputation for the quality of its facilities, services and programmes. We are regularly

ranked as one the best sporting universities in the country, and our offer encompasses individual well-being, personal fitness, sports therapy, event management, work-force development, rec sport and international sports performance. At Sport & Exercise we are Open to Everybody.

<http://www.ed.ac.uk/schools-departments/sport-exercise/home>

The University is currently ranked 4th in the British Universities rankings for sport, and boasts 71 different sports clubs and over 18,500 gym members, making us one of the largest multi-sport fitness clubs in the UK. The University's sporting heritage is exceptional, boasting graduates such as Sir Chris Hoy, Katherine Grainger, and Eric Liddell.

2019/20 has seen over 10,000 students take part in Sports Union activity, through club membership, intra mural activity and our widening participation programmes. 19/20 also saw further development of the Coaching and Volunteering academy that has seen a vast amount of students benefit from support to further their coaching and officiating qualifications.

More information on The Sports Union, sports facilities and services, including a 360 degree tour of the facilities, please visit the below links:

<https://www.eusu.ed.ac.uk/>

<http://www.ed.ac.uk/schools-departments/sport-exercise/home>

Application Procedure

All applicants should apply online by clicking the apply link at the bottom of this page. The application process is quick and easy to follow, and you will receive email confirmation of safe receipt of your application. The online system allows you to submit a CV and other attachments.

The closing date for receipt of completed applications is **Monday 24th June at 23:59.**
Interviews are scheduled to take place w/c 1st July

Further information on this vacancy can be obtained by contacting:

Neil Rankin, People and Participation Manager – Neil.Rankin@ed.ac.uk or 0131 651 4437.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.